

Appendix G

Instructions for Preparing a SITE SOO

Project Title: Provide a short, descriptive title of the work to be performed.

Organization: Provide the complete Customer/Agency name and address.

1.0 BACKGROUND

Describe the need for the services, the current environment, and the office's mission as it relates to this requirement. Provide a brief description/summary of the services sought.

Provide details of its relationship to other programs, requirements and/or systems. Ensure that there is adequate information for the competing offerors to prepare proposals without having to submit an overwhelming and unnecessary amount of data.

Discuss any known technical, management, or other issues or constraints that may impact the program. Provide reason(s) why this effort is required. Explain how this effort fits into larger program initiatives or goals.

2.0 SCOPE

Indicate which SITE contract task area(s) apply to the work to be performed. Include a high-level view of the procurement, its objectives, size, and projected outcomes. State whether it is an on-going or one-time requirement. Do not include anything that won't contribute to the expected result. Do include impacts/implications.

Provide a short functional description of the overall system and program objective. This document describes the services and deliverables required as they relate to the organization's mission.

3.0 OBJECTIVES

Provide the clear and specific objectives of the proposed contract (different from the overall program objective listed in the SCOPE). Describe the capabilities or services to be provided to the Government. Be specific and include all results you require under this request for services. Describe how differing objectives impact performance. Describe the inter-relationship of the work and how the various participants, both Government and contractor, will interact (e.g., on-site project manager, progress meetings, status reports, etc.).

Provide the description of Business and Technical objectives of the project or services to be performed. Include specific project objectives as they relate to the organization's mission as they relate to the organization's mission constraints.

Suggested formats for describing objectives include:

BUSINESS OBJECTIVES:

- Overall Objectives - The overall Objectives section should contain objectives that identify the primary purpose of the SOO
- Program management Objectives - Describe the management objectives for the overall program or for each of the contract phases as appropriate

TECHNICAL OBJECTIVES

- Engineering Objectives
- Contract Objectives - May need to include instructions for how you wish offers to address these objectives within their proposals
- Logistics Objectives - Develop an Integrated Logistics Support program

This section should provide answers to the questions. "Why are we doing this effort, and how will we know if we are successful?" If at all possible, the objectives should be based on the plans and objectives found in agency strategic performance plans, program authorization documents and budget and investment documents. Drafters should look at the narratives utilized to acquire funding during the budget process as they may make excellent objectives.

Details such as whether the program is to be conducted in one or multiple phases should also be provided here. The offeror's proposal containing the PWS generated from the Government SOO should contain the critical performance standards, a written plan for how the contractor's performance will be assessed and Quality Assurance Surveillance Plan (QASP). The offeror's PWS should also include data requirements/deliverables in the form of a Contract Data Requirements List (CDRL) or table of deliverables within the PWS. All data requirements should be traceable to tasks defined in the PWS.

4.0 APPLICABLE DOCUMENTS

List any standards, regulatory, or policy documents that are relevant to work. Include necessary information such as title, document number, date, etc., and state where documents can be obtained. If only portions of documents apply, so state.

5.0 QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The purpose of the QASP is to measure and determine contract compliance of the quality of services obtained from the contractor. A written QASP enables the Government to document the Government's evaluation of the contractor's work and draw conclusions about the contractor's overall performance. Refer to the Appendix H for further guidance of the QASP template.

No wording change is required since the completed QASP is to be included as Attachment 1. The QASP when using a SOO will be developed after contract award by the Government or developed by the contractor as part of its proposal.

6.0 PLACE OF PERFORMANCE

Specify whether the work will be performed at the contractor's site or at a government site with exact address if possible. Describe any local or long distance travel the contractor will be required to perform. Indicate the actual location of the work site; include the city and state.

Examples:

The place of performance is _____.

<OR>

All work shall be performed at the contractor facility.

7.0 PERIOD OF PERFORMANCE

Describes the time frame during which the work is to be performed or products delivered. Indicate when the task should begin and end. Include any option periods, if required, and the anticipated dates. For SITE, any given period of performance shall not exceed a period of 12 months for severable services.

The period of performance is _____ through _____.

<OR>

The period of performance is 12 months from date of task order award.

Example when option years are being used:

The base period of performance is July 12, XXXX through July 11, XXXX with options to renew for four 12-month periods beginning July 12th and ending July 11th annually.

8.0 GOVERNMENT-FURNISHED EQUIPMENT, INFORMATION, BADGE, KEYS AND/OR FACILITIES PROVIDED

Indicate whether the Government will be providing any tools, equipment, documents or facilities to the contractor. Two examples are:

The Government will provide contractor personnel with an office environment typically provided to Government personnel that includes workstations, facsimile, telephones and computers with access to the Internet and local area network (LAN).

The Government will provide the necessary hand and power tools, spare and repair parts and the facilities necessary to carry out routine maintenance of vehicles and heavy equipment.

9.0 SAFETY ISSUES

Provide any safety issues that may affect performance such as expected lifting of materials or objects up to specified weights; exposure to hazardous conditions such as gases or fumes, solvents or grease; or possible performance in adverse or uncomfortable environmental conditions such as excessively hot or cold weather.

If reimbursable Safety Equipment is required, specify type and anticipated amount):
Safety Equipment: _____ Cost: \$ _____

If Contractor's are being sent to a high risk area (e.g., designated hazardous duty area), contract the DCO for the most current required wording (some wording has already been included in the basic IDIQ contract).

10.0 SECURITY

SITE Contract Section H.8 requires that the level of classified access be incorporated into individual Task Orders as necessary.

Indicate the required level of security classification and any other pertinent security requirements. If the work to be performed requires access to or generation of classified information by a contractor, a DD Form 254, Contract Security Classification Specification must be included with your statement of work.

11.0 REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.).

[Mark if reimbursable expenses are required. If "Yes", leave the text provided. Add any other reimbursable items that might be required.

12.0 NON-PERSONAL SERVICE STATEMENT.

No modifications necessary – use wording already provided in template.

13.0 GOVERNMENT CONTRACTING OFFICERS REPRESENTATIVE (COR).

No modifications necessary – use wording already provided in template.

14.0 INTERNATIONAL SERVICES.

Mark the appropriate box (NO or YES) and complete the information required.